

St Mary's Church of England Primary School

NURSERY Admissions Policy 2025-26

Policy produced by School

Academic year 2025/26

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2025/26 ADMISSIONS POLICY FOR NURSERY

INTRODUCTION

St Mary's School welcomes children from all faiths or of no faith. As a voluntary aided Church of England school, the school aims to provide an education based on Christian principles, and has close links with its parish church where whole school worship takes place on a regular basis. Governors hope that parents who have chosen this school for their child have done so knowing that it is a Church of England school with a distinctive Christian ethos. Governors therefore expect parents to give their full support to the ethos of the school.

Governors hope that all children will attend the acts of collective worship and will take part in the religious education curriculum offered by the school. This does not remove the right that parents have according the Educational Reform Act 1988s9(3) to withdraw their child from these activities.

If your child was born between 1st September 2021 and 31st August 2022 then you can apply for a place for them at our nursery for September 2025.

There are 26 places available for children in our school nursery.

30 HOURS PER WEEK FUNDED NURSERY PROVISION OFFER

Schools receive funding for only the 15 hours of free Nursery entitlement and the children of working parents who meet the criteria will become eligible for an additional 15 hours funded childcare. In order to try and support the school meeting the cost of the full time provision offered to all children, working parents who are eligible for the additional 15 hours of funded Nursery hours will be asked to apply for this funding. The school office will provide details with more information on whether or not they are eligible to apply for this additional funding and how to apply.

Nursery children are non-compulsory school age and the following procedures and criteria will apply.

APPLICATION TO NURSERY AND TIMETABLE

To apply for a place at our nursery, you will need to complete and return the **Supplementary Information Form (SIF)** attached to this policy and return it, in person, to the school office, and proof of residency by 15 January 2025.

Please also be aware that admission to Nursery class does not guarantee admission to Reception class and Years 1 to 6. Parents must separately apply for a primary school place, following the published Admissions Policy for Reception class and Years 1 to Year 6 classes for the year of admission.

IN-YEAR ADMISSIONS TO NURSERY CLASS

In-Year admissions are those which take place at times other than normal admissions to Nursery Class. Applications for in-year admissions are managed by the school. When a place becomes available, the governing body will determine who is top of the waiting list in accordance with the oversubscription criteria. The length of time on the waiting list does not determine admissions decisions. All offers of places will be made by the school.

PUPILS WITH AN EDUCATION HEALTH AND CARE PLAN (EHCP)

The admission of a pupil with a statement of Special Educational Needs or an Education and Healthcare Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Authority. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*.

OVERSUBSCRIPTION CRITERIA

The Governors have agreed with the Local Education Authority that a maximum of 26 children may be admitted to the Nursery class each year.

School places are allocated by the Admissions Committee according to the criteria below and in that order.

If there are more applications than places, the Governors will give places to:

1. Children in the care of the Local Authority (a 'Looked After Child') or a child who was previously 'looked after' but immediately after being 'looked after' became the subject to an adoption, residence, or special guardianship order, regardless of their faith or no faith.
2. Children whose parent or guardian have attended public worship services at St Mary's with All Souls Church, Abbey Road NW6 4SN or St James's Church, Sheriff Road, NW6 2AP, at least twice a month throughout the year preceding the date of application and who **will have a sibling attending St Mary's Primary School** at the time they start attending Nursery Class. *(See notes 1 and 2)*
3. Children whose parent or guardian have attended public worship services at St Mary's with All Souls Church, Abbey Road NW6 4SN or St James's Church, Sheriff Road, NW6 2AP at least twice a month throughout the year preceding the date of application but **who will not have a sibling attending St Mary's Primary School** at the time they start attending Nursery Class. *(See note 1)*
4. Children whose parent or guardian have attended public worship services at another Christian church at least twice a month throughout the year preceding the

date of application and **who will have a sibling attending St Mary's Primary School** at the time they start attending Nursery Class. (See note 1 and 2)

5. Children whose parent or guardian have attended public worship services at another Christian church at least twice a month throughout the year preceding the date of application but **who will not have a sibling attending St Mary's Primary School** at the time they start attending Nursery Class. (See note 1)

6. All other children **who will have a sibling attending St Mary's Primary School** at the time they start attending Nursery Class. (See note 2) regardless of faith or no faith.

7. All other children.

**NB In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship*

Each criterion will be applied in the order given above. Should there be more applications in any category than places available, priority will be given to children whose home address is closest to the school (see note 4).

Notes:

1. *Those seeking a place under the criteria of church membership should note that the school will seek confirmation of this from the priest, minister or church leader. Christian churches are defined as those which are full member churches of Churches Together in England (CTIE) or of the Evangelical Alliance. For families recently moved into the area, attendance at their previous church will also be taken into account.*
2. *Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster siblings, adopted siblings and other children living permanently at the same address. A sibling relation does not apply when the older child will leave before the younger one starts*
3. *In the case of twins or a multiple birth, if a place is offered to one of the children priority will be given to the other siblings.*
4. *Distances are determined by a straight line from the centre of the home to the centre of the school, as measured using the Local Authority's computerized measuring system. Where two or more distances are the same, a decision will be made using random allocation.*

WAITING LIST

When the school is oversubscribed and after the admissions to the Nursery Class have been decided, if you have not been offered a place you may ask for your child's

name to be put on the waiting list. Late applications will also be put on the waiting list. The waiting list will be maintained in order according to the oversubscription criteria. The waiting list is reviewed at the start of each school year. Names are normally removed from the list after one full year unless parents/carers submit a written request asking for their application to remain on the waiting list.

REVIEW

The Governors review the admissions criteria each year, so applicants for places for future years should ensure that they are aware of the latest criteria. The criteria are published in the school prospectus.

Interpretation of terms used in the Admissions Policy and Admissions Criteria

Applicants	The parents and/or carers submitting an application for a place on behalf of a child.
Parent	The adult or adults with legal responsibility for the child
Home Address	The place where the child lives for more than 50% of the school week or the home of the parent in receipt of Child Benefit.
“looked after child”	<p>Ref The School Admissions Code 2021, para 1.7. A ‘looked after child’ has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.</p> <p>A ‘previously looked after child’ is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.</p>
Adopted	An adopted child is a child who has been adopted from care and whose parents can give proof of this status.
Child Arrangements Order	A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children ‘looked after’ immediately before the order is made qualify in this category.
Special Guardianship Order	A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s). A child who has been ‘looked after’ until the order is made qualifies under this category.
Christian	A member of one of the Churches that is a member of “Churches Together in England (CTIE)” or of the Evangelical Alliance.